

CWCA exec meeting agenda--minutes

Date: Oct. 28, 2015

Participants: Lucie, Sarah, Heather, Silvia

Time: 2PM to 3PM

New business:

Roles that need to be replaced

Tatra: Easter representative

Brian: Communications (website, Twitter, etc)

- Jordana is able to assist with the website development and she will find someone who can work on the website.
- What may be a great idea is to put a call on the website to see if anyone would like to volunteer to do the activity. Although we need to have a role description. Ie. Easter rep. will help organize the conference and will keep in touch with local writing centers. A description of each position needs to be created while Robin looks into replacing a position according to the bylaws.

Meeting format:

- Have smaller meetings so that we don't have to meet every month. It is hard to get everyone together at the same time.
- When we have executive meetings, we can give the representative space to provide feedback and bring forward ideas at the next big executive meetings.
- A list can be made to outline representative and committee meeting dates/times
- Using Roberts's rules: All previous minutes/agendas were on Google Docs. However, the meetings didn't follow Roberts's rules. What is important is that we approve the last meetings minutes at the beginning of each meeting. The approval of minutes and the current agenda needs to be approved during the next meeting.

Conference updates:

- **Call For Proposals:** OK to share proposal on list serve.
- CFP will also be put on the website, CWCA, IWCA, CASDW, WPA list serves. Heather will send to local chapters. If you can share the call with other local associations, please share.
- **Website for CWCA:** it is in a blog format so it may be difficult to find previous information because you have to scroll down to find the conference. So, a new website may be helpful because of the SSHRC application. This is supposed to be a unique event so it may be better to have a new website. A single page website is fairly easy to make – info about hotels and registration, conference details, and promoting FAIT and the global café. On the main CWCA, there would be a direct link to the 2016 conference so that there is no confusion. Then two websites don't have to be updated. Lucie will create a one-page website and send it to everyone on the committee for feedback.

- **CASDW's proposal:** Contacted us to see if we were interested in sharing the key note speaker, Lisa Ede. They would pay for half of the flight ticket and extra days of hotels. The problem that Heather addresses is that there is much overlap between CASDW and CWCA. So, we need to one day tackle the overlap. The executive of CASDW and CWCA need to one day discuss the two associations and somehow differentiate the two organizations. Originally CASDW was about research and CWCA was about writing. But, that is not currently happening anymore – lines are being blurred as executive members change. We don't want to compete with one another considering the lower attendance. One option is to join congress, but it is too expensive so it is not preferable. INSHED also hasn't joined congress to reduce cost. So, there are three organizations (INSHED, CWCA, CASDW) who are overlapping and all hosting their conferences at a similar time and place. We can use the discussion about sharing the key note speaker to open the discussion about the boundaries between organizations. Lucie will talk to Joann about this issue in May 2016. If joined forces, the one conference could have several threads that target everyone's needs.
- **University of Alberta talk:** Lisa Ede is also coming to U of A about writing specifically. That way, all tutors and people who cannot attend the conference can attend. That will take place the day before the Calgary conference.
- New grants/sponsors/available money (will make a specific budget later):

Canadian Writing Centres Association	3000
Faculty of Arts, UofA	2000
Kule Grant, UofA	2000
International Writing Centers Association	660
WOnline	660 (sent to Jordana)
Broadview Press	200 (sent to Jordana)
eTutor Alberta	400 (not confirmed)
- SAIT residences (12 minimum)

All details for finances have been sent to Jordana.

- May want to promote a new book about writing centres from Oxford press. Possibly Pearson would like to promote a new book.
- Lisa Ede will stay on campus at SAIT for three nights (26/27/28). It is about \$125 a night for a luxury bed + den. Or, it is \$195 for a suit. \$195 suit may be a better choice so Lucie will make reservations
- SAIT: provides reimbursement is we book at least 12 rooms. \$185/night per quad. Studio for 1 person is \$90/night. Two bed bedroom is \$115/night.

Reports:

- **Heather:** Membership cost discussions. Will look at the cost by the end of the week and will look at it in the next meeting. Heather will send out a draft sometime during the first couple of weeks in Nov. 2016.
 - o We still need to figure out conference from membership costs
- **Celine:** Roger rules for our AGM meetings so that everyone knows how to follow the procedures. She is also creating a newsletter.
- **Jordana:**

- I have received your emails/letters re: funding for the CWCA 2016 conference
 - I have received treasurer-related documents from Miriam Unruh
 - I have had a phone conversation with Miriam re: treasurer procedures/guidelines
 - I have access to all the banking info (BMO, PayPal, ePly)
 - CWCA has received two new member registrations in the last few weeks
 - I have not yet set up an appointment with BMO, but I would like to do so early November
- **Silvia:** Craft a bursary for attendees travel. Working on the position of regional representatives and how they will contact the centres. Need to determine the potential duties of reps. There are Eastern, Western and Francophone reps, but no central rep. We also need to have an Ontario rep. because we have no representation of those voices. Heather has a list of writing centres in BC that can be a starting point for making a contact list.

Other business?

- LNAP: Not everyone is doing it this year because it is too much work.

Action items: